



## **DHS/DFCS – Social Services Specialist (Social Services Case Manager)**

**Job Number:  
00018273**

**Job Posting:** January 12, 2017

**Closing Date:** Until Filled

**Primary Location:** Coffee Co-Douglas GA

**Number of Openings:** 1

**Job:** Social Services

**Shift:** Day Job

**SALARY:** Pay Grade: H

**Salary Range:** \$27,248.75 – \$38,926.79

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Division of Family and Children Services (DFCS), a division of the Georgia Department of Human Services, investigates reports of child abuse; finds foster and adoptive homes for abused and neglected children; issues SNAP, Medicaid, TANF and childcare assistance to low-income families; helps out-of-work parents get back on their feet; and provides numerous support services and innovative programs to help families in need.

DFCS is working to implement significant child welfare reform through the Blueprint for Change plan, which is the Division's roadmap to improving the lives of the children and families we serve. It is about strong practice, a committed workforce and the authentic internal and external engagement with our staff and the community. The Blueprint for Change has three pillars:

- Practice Model: Adoption of a practice model that will serve as the foundation to keep kids safe and strengthen families; and inclusion of guiding principles, vision and mission statement.
- Robust Workforce Development: Increased staffing and expertise for Child Welfare and Family Independence; research-based caseload ratios; mentoring for supervisors; improved compensation based on proven competency; and development of a career path.
- Constituent Engagement: Creation of advisory boards at state, regional and local levels; organized "roadshows" to engage the public, local stakeholders and media; and build consensus and collaboration among partners, staff, and stakeholders.

DFCS is seeking candidates for the position of **Social Services Specialist (Social Services Case Manager)**. This position reports to the County Director or Social Services Administrator and will be based in Douglas, GA covering Coffee County. The successful candidate will be motivated and passionate about changing the lives of children and families, brings a deep knowledge of child welfare and foster care placement services from a public/private perspective. The incumbent will be able to work in partnership with stakeholders to achieve the mission, vision and Blueprint for Change of the Division.

## Job Summary & Responsibilities:

Under general supervision, the **Social Services Specialist (Social Services Case Manager)**:

- Assesses the level of risk to children by conducting face-to-face interviews with the alleged child victims and their caretakers; collaborates with law enforcement when children are physically removed from caretakers when the child is found by the courts to be at risk in the home; testifies in court as to the level of risk to children placed in the agency's legal custody; and/or serves as the case manager for children in foster care; ensures that the children are placed in permanent stable families within as short a time frame as possible, visits foster homes, supervises visits between children and parents; testifies regarding the status of the agency and/or parent's progress towards the court approved placement.
- Is available for on-call scheduling.
- Engages in required state-wide travel.
- Performs other professional responsibilities as assigned.

## Core Competencies:

- Excellent oral, written, presentation and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment.

*DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.*

## Qualifications:

- **Social Services Specialist 3 (SSP072/PL I) \$34,039:** Master's degree in Social Work from an accredited college.
- **Social Services Specialist 2 (SP071/PL H) \$32,418:** Bachelor's degree in Social Work from an accredited college.
- **Social Services Specialist 2 (SSP071/PL H) \$30,869:** Behavioral Science degree (Bachelor's level or above) + one (1) year case management experience to include one or any combination of the following work responsibilities: assessments, home evaluations, staffing, work with child safety or child welfare OR Behavioral Science degree (Bachelor's level or above) + DFCS internship that included a caseload.
- **Social Services Specialist 1 (SSP070/PL G) \$28,005:** Behavioral Science degree (Bachelor's level or above) OR Bachelor's degree from an approved, accredited college or university.

## Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Child Protective Services certification highly desirable.
- Case management experience in Child Protective Services, Child Welfare or Foster Care.
- Case management experience that involves working with individuals, families, groups, organizations and/or communication of the goal of behavioral changes.
- Law enforcement experience in areas related to DFCS (e.g., family/domestic violence, investigations or interventions involving children or substance abuse).
- Ability to provide transportation and evidence of a valid driver's license for required travel throughout the state.

**Note:** Educational achievement does not substitute for required case management experience.

**Note:** Candidates selected for an interview will be expected to discuss the content of the "Life as a Georgia Case Manager" video. Interested applicants should refer to the Related Links section of <http://www.dhsjobs.org> to view this video prior to applying for the position.

## **Benefits:**

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account.

Visit <http://team.georgia.gov/> for more information.

## **GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!***

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

## **You're Really Going to Like Coffee County**

Coffee County offers the ideal quality of life in which to grow your family. Citizens enjoy an exceptional quality of life and a progressive business climate. It is a great place to live, work, and play. Douglas-Coffee County is proud to be among the state's fastest-growing communities this is due, in part, to its central location in beautiful Southeast Georgia, with easy four-lane and interstate access to the southeastern United States. The location puts the county between one and two hours by truck or rail from three major East Coast ports and four major interstates. Coffee County is approximately two hours from Macon and Savannah.

[www.douglasga.org](http://www.douglasga.org)

## **Criminal Background Checks/Applicant Privacy Rights**

All applicants may be subject to a drug screen and may be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at:

[http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related\\_files/document/ApplicantPrivacyRights.pdf](http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf)

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: the [Division of Aging Services](#), the [Division of Child Support Services](#), and the [Division of Family and Children Services](#).